

City of Gardner Position Description

EXECUTIVE ASSISTANT – ADMINISTRATION

Position Title: Executive Assistant
Department: Administration
Reports To: City Administrator
Salary Range: 5
FLSA Status: Non-Exempt (eligible for overtime pay)
Last Update: March 1, 2017

Job Summary:

The Executive Assistant performs, coordinates and oversees highly responsible, confidential and complex administrative and project support for the City Administrator and Mayor. Performs high-level research, analyzes and report writing. Represents the City Administrator's office with the public, media and outside organizations and assists in the day-to-day activities of the City Administrator's office.

Job Scope:

Work is of a responsible and confidential nature requiring the exercise of independent judgment and action. The incumbent is responsible to and subject to the direct supervision of the City Administrator. The incumbent does not have supervisory responsibility for subordinate personnel.

Essential Duties and Responsibilities:

- Oversee and coordinate the daily activity schedule of the City Administrator. Maintain appointment schedules and calendar; arrange meetings and conferences as requested. Provide research and background information prior to scheduled meetings.
- Prepares and distributes agenda packets for city council meetings.
- Requests and/or contributes to press releases on behalf of City Administrator. Respond to inquiries for interviews, statements or comments from the City Administrator or other senior-level staff.
- Research and analyze routine administrative projects for the City Administrator, and assemble information to be used for reports or responses to inquiries and prepare first draft reports on routine administrative matters.
- Prepare presentations, reports and other correspondence as requested by City Administrator.
- Coordinate special events as requested by City Administrator.
- Coordinates meeting requests, invitations to community events, and professional meetings and conferences for Mayor and Council members.
- Develops and maintains filing systems for department and official documents.
- Acts as liaison with other departments, City Council and outside agencies.
- Performs other related duties or special projects as assigned by City Administrator.
- Maintains electronic and paper filing systems for self and the department. Ensures record retention policies are met.
- Responds to or directs to appropriate person inquiries from citizens, elected officials, developers, etc. through phone, email, in writing or direct contact.
- Handles all purchasing, including verifying and preparing invoices for payment, tracking all expenses.
- Coordinates attendance for various City, County, State and other meetings and events, including registrations, reservations and travel plans, verifies invoices.
- Assists with organization, preparation, and set-up of various meetings and events.
- Assists in the preparation of the budget document for distribution and posting to website.
- Composes routine correspondence.
- Works on occasional research and special projects.
- Performs other related duties for multiple departments as deemed necessary or as required.

Education, Certification and Experience Requirements:

Bachelor's Degree in Public Administration or related field. A Master's degree is preferred and a recent Masters Public Administration graduate is encouraged to apply. Minimum of five (5) years high-level administrative experience supporting an upper level executive, preferably in a public sector organization. Requires the possession of a valid driver's license and a good driving record.

Skills, Knowledge and Abilities:

Highly organized with strong attention to detail. Excellent written and oral communication skills. Ability to maintain confidentiality of sensitive information. Exceptional time management skills, including the ability to set priorities and manage multiple concurrent projects while meeting critical deadlines. Ability to establish and maintain effective working relationships with others, and works cooperatively with others to accomplish City and department goals. Excellent computer skills including word processing, presentation, spreadsheet and publishing software. Must be able to communicate with individuals at all levels in the organization as well as with elected officials, the public, other public agencies and vendors.

Tools and Equipment Used:

Personal computer utilizing word processing, spreadsheet, and database software, scanner, printer, telephone; copier; facsimile; 10-key calculator, postage meter and scale; and vehicle.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is frequently required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee normally works within an office environment. The noise level is usually moderately quiet.

Selection Guidelines:

Formal application, rating of education and experience; and successful completion of oral interview; reference check; physical and drug screen; and background checks are required. Job related tests including assessments may be required.

The City of Gardner is an equal opportunity employer. Any applicant/employee with a disability as defined in the Americans with Disabilities Act may request an accommodation to perform the functions of this position. Requests should be directed to the immediate supervisor.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.